United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME

Standard Setting Unit (SSU)

VACANCY ANNOUNCEMENT NO:	**VA 13/070/SDM**
PUBLICATION/TRANSMISSION DATE:	**09 October 2013**
DEADLINE FOR APPLICATION	**07 November 2013**
TITLE AND GRADE:	**Programme Officer, P-3**
POST NUMBER:	**CDM-2933-V530-P3-009**
DURATION OF APPOINTMENT:	**One and a half years, with possibility of extension**
DUTY STATION:	**Bonn, Germany**
EXPECTED DATE FOR ENTRY ON DUTY	**As soon as possible**

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the international political process to address climate change. The United Nations Climate Change Secretariat supports the Convention and its Kyoto Protocol through a range of activities.

The Sustainable Development Mechanisms (SDM) Programme supports the development and implementation of market-related mechanisms under the UNFCCC and the Kyoto Protocol, including the Clean Development Mechanism (CDM) and Joint implementation (JI).The core responsibility of the Standard Setting Unit (SSU) is the development/improvement of standards and policies relevant to mitigation actions and the provision to the CDM and JI regulatory bodies of technical advice regarding the setting of standards and policies, including methodologies and methodological tools.

The post is located in the Standard Setting Unit under the general guidance of the Manager (P5), and the direct supervision of the Programme Officer (P4) - Team Lead (Energy), the incumbent provides support to the implementation of the work programme as a technical officer on methodological issues relating to afforestation and reforestation (A/R) project activities under the CDM.

Responsibilities

1. Provides substantive and procedural support on issues relating to methodologies for baselines and monitoring, in particular in the area of afforestation and reforestation project activities thereby facilitating the implementation the modalities and procedures of the CDM, decisions by the Conference of the Parties (COP), COP serving as the meeting of the Parties to the Kyoto Protocol (CMP) and the Executive Board, by:
   - Preparing draft agendas, reports and ensuring that documents are available on time to the CDM Executive Board, panels and working groups established by the CDM Executive Board in the area of specialization;
   - Researching, analyzing and recommending options to facilitate the decision-making of panels and working groups on methodology-related submissions from CDM stakeholders;
   - Reviewing documentation submitted by project participants and designated operational entities to assess their completeness and to ensure that required procedures are followed and the required criteria are met;
   - Managing projects on identification, formulation and implementation of top-down methodological work in the area of specialization;

- Presenting draft documents, proposals and reports in meetings of the CDM Executive Board and panels and working groups.

2. Supports the implementation of procedures relating to the consideration of methodologies in particular in the area of afforestation and reforestation project activities under the CDM by:
   - Making decisions in the course of implementation of related procedures;
   - Screening potential candidates for panels and working groups, and desk reviewers and consultants in accordance with procedures defined by the Executive Board and internal administrative procedures;
   - Acting as focal point, in the area of specialization, for operational entities and project participants;
   - Researching, analysing and presenting recommendations regarding effective and efficient work processes and work flows;
   - Planning and organization of workshops, conferences, seminars etc., in the area of specialization, including providing pre-meeting and in-meeting substantive inputs and preparing draft reports.
3. Provides substantive and procedural support to the intergovernmental process (the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, and subsidiary bodies) relating to the CDM by:
   - Preparing substantive inputs to mandated reports for consideration by Parties on the basis of a comprehensive analysis;
   - Providing technical and substantive support to the Chairs of the relevant bodies before and during sessions in order to facilitate negotiations.

4. Liaises with other UN and international bodies, Parties, IGOs and NGOs as well as the private sector on issues and activities relating to the CDM project cycle and the area of specialization by:
   - Participating in conferences, workshops and seminars and making technical presentations as appropriate;
   - Recommending actions to facilitate the cooperation with UN entities, Parties, IGOs, NGOs and stakeholders; c) Assisting in maintaining working relationships amongst interested actors, as appropriate, in the area of specialization, with the aim of enhancing the understanding of CDM issues and the building of capacity.

Essential Requirements
(Only candidates who meet the requirements stated below will be considered.)

Education: First level University degree in forestry, agriculture, environmental or natural sciences, ecology and/or land-use planning, or a related field.

Experience: At least five (5) years of progressively responsible professional experience in the area of forestry/ forest resource management including climate change mitigation in the sector of Land Use, Land-Use Change and Forestry (LULUCF). Two (2) years of relevant experience in an international setting, including experience in development of forest carbon emission/ sequestration quantification methodologies, is a requirement. Experience in supporting international negotiations is desirable.

Specific professional knowledge: Knowledge of methodological, policy and socio-economic aspects of the Land Use, Land-Use Change and Forestry (LULUCF) sector in addressing climate change; knowledge of forest inventory and statistics; scientific/technical understanding of GHG emissions and sources, particularly in the LULUCF sector.

Job-related skills: Working experience in the area of project-based mechanisms, particularly in the area of methodology development is essential.

Language requirements: Fluency in written and spoken English.

To apply

Candidates whose qualifications and experience match the requirements for this position, should use the on-line application system available at http://unfccc.int/secretariat/employment/recruitment.

Please note:

1. Qualified women candidates and candidates from developing countries are especially encouraged to apply.
2. Service is limited to the UNFCCC Secretariat.
3. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
4. Salary and allowances: US$ 56.091 to 62.803 (without dependents)
   US$ 60.091 to 67.387 (with dependents)
   (Plus variable post adjustment, currently 52.3% of net salary) plus other UN benefits as indicated in the following link:
   https://unfccc.int/secretariat/employment/conditions-of-employment.html